

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: May 25, 2023

TO: Shellie A. Riedle, Administrator Services Officer

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator



SUBJECT: **Goal Review of Contract 23-419-11 Elevator Maintenance and Repair Service at the Main Office Building Complex for a Three-Year Period**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as "Miscellaneous Building Services." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **15% MBE and/or WBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference **should be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- Appendix K **should not be** included.
- Assist Agencies List **must be** included.
- Appendix C **must be** included.
- Appendix V **should not be** included.
- The following language **must be** included: **"The Contractor must use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements."**

Also, please refer to the attached memo dated, May 18, 2023, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

If you have any questions, please contact Diversity Officer, Ms. PJ Spencer, at extension 1-5876.

RLM:PCS

Attachments

c: LoCascio, Morakalis, Markovich, Cornier, file (2)